

SILVER SPRING TOWNSHIP PAVILION RESERVATION REQUEST

This includes the request of a pavilion, with the option to reserve other amenities at the park. This does not pertain to special events, athletic fields or concession rentals. This document is simply a request. A permit will be issued upon approval.

Group/Organization: _____ Estimated Attendance: _____

Name: _____ Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Home Phone: _____ Cell: _____

Select one of the following parks and the amenities you wish to reserve. Fees apply for each amenity.

SELECT A PARK	PAVILION	VOLLEYBALL COURT	BASKETBALL COURT	TENNIS COURT	OTHER
Willow Mill Park					
Pleasant View Park					
Stony Ridge Park					

RENTAL DATE (mm/dd/year): _____ Day of the Week: _____

OPTION (choose one): Half Day Option A (8 am – 2 pm) Half Day Option B (3 pm – sunset) All Day (sunrise to sunset)

I am a resident of Silver Spring Township: _____ If not, what Township/Borough do you reside? _____

SELECT THE FEE(S) BELOW: *You must be a resident of Silver Spring Township to receive the resident discount for pavilion rentals.*

Pavilion Rental			Court/Other	
Half Day:	\$30 resident	\$45 non-resident	Half Day:	\$50/Court or Other _____
All Day:	\$50 resident	\$65 non-resident	All Day:	\$75/Court or Other _____

PAYMENT: _____ Pavilion Fee + _____ Court/Other Fee = _____ **TOTAL PAYMENT DUE**

APPROVAL: Requests are received on a first come, first serve basis. Please send a payment and the request form to the Parks and Recreation Department at 5 Willow Mill Park Road, Suite 2, Mechanicsburg, PA 17050. **VERIFICATION:** After this request has been approved and processed, the Department will issue a rental permit to you. The Parks and Recreation Department reserves the right to cancel or restrict facility reservations at any time. You must have a copy of the permit on site during your reservation to be recognized as the reserved group.

PAYMENT: Enclose your payment or pay by phone and fax/email this form within 7 days of your verbal request. Checks can be made to "Silver Spring Township." Requests received after 7 days of the verbal request may be denied. **REFUND:** Upon the determination of the Township, the rental fee may be refunded in the case of an extreme weather emergency. A 50% administrative fee will be assessed for cancellations occurring within 30 days of event. Cancellations prior to 30 days of event will incur a 25% administrative fee. All other refunds will be determined by the Director of the Parks and Recreation Department.

By signing below, you are verifying that the information you have provided on this form is accurate. You also understand that the use and possession of alcohol on park grounds is prohibited. Electronic signatures are invalid. If you have problems with your reservation, please contact the Recreation Department, Monday through Friday from 8am - 4pm at 766-1657 or contact the Police Department Non-Emergency Line at 238-9676. You will be bound by the Silver Spring Township Park Rules and Regulations. Please note that the facilities must be left in a clean and orderly condition. All picnic tables must remain under the pavilion in the manner they were found. Failure to do so may result in a loss of future reservation privileges.

Print Name

Parks and Recreation Department

Signature

Date

APPROVED Date: _____

DENIED Date: _____ Reason: _____